

The Personnel Cabinet maintains a variety of information online, making the information available to you at all times!

**KENTUCKY PERSONNEL**  
A site for state employee and benefit participant team members

Search

Benefits Resources Find a Job News HR Administrators KHRIS Login

### Deferred Comp Expos!

Retirement Readiness Expo on October 28 in Hopkinsville.

[Click here for details](#)

**Documents in Demand**

- Employee Handbook
- Job Specifications
- Request Records
- Verify Employment
- [View more](#)

**Financial Tools**

- Discounts
- Suggestion System
- Credit Unions
- Deferred Compensation
- Direct Deposit

Read about them!

Follow Us On Facebook Flickr YouTube

**Policies**

- ESQ Statement
- Statutes and Regulations

**Need Help?**

- Contact Personnel Cabinet
- Contact Agency HR Office
- HR Systems
- Provide Feedback

**About Us**

- Home
- About the Personnel Cabinet

**Other important items:**

- KHRIS ESS Login
- Career Information
- Employee Handbook
- Employee Discounts

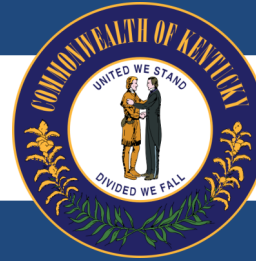
**Provides information regarding:**

- Various benefits
- Deferred Compensation
- Insurance
- Holidays and leave
- Pay information

**Includes:**

- Quitting Tobacco
- Rewards & Recognition
- Services
- Training & Development

Important information & reminders are provided here!



# Welcome to State Government



Presented by:



## Personal employment information for:

Hire Date: \_\_\_\_\_

Name: \_\_\_\_\_

PERNR: \_\_\_\_\_ Employee ID: \_\_\_\_\_

*Remember this for KHRIS ESS!*

Agency Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Position #: \_\_\_\_\_ Grade: \_\_\_\_\_

Position is: ☐ Classified / ☐ Unclassified - ☐ Full-time / ☐ Part-time / ☐ Interim

FLSA Status: ☐ Exempt / ☐ Non-Exempt

Salary is: \$ \_\_\_\_\_, ☐ per month / or ☐ hourly.

First pay is due on \_\_\_\_\_ and will continue on the 15<sup>th</sup> and 30<sup>th</sup> of each month, except as otherwise noted in the Employee Handbook.

Probationary period= \_\_\_\_\_ months. Upon the successful completion of your initial probationary period, you will be awarded a 5% probationary increase.

Currently, your initial probationary increase will be effective on = \_\_\_\_\_  
(\_\_\_\_\_ pay date).

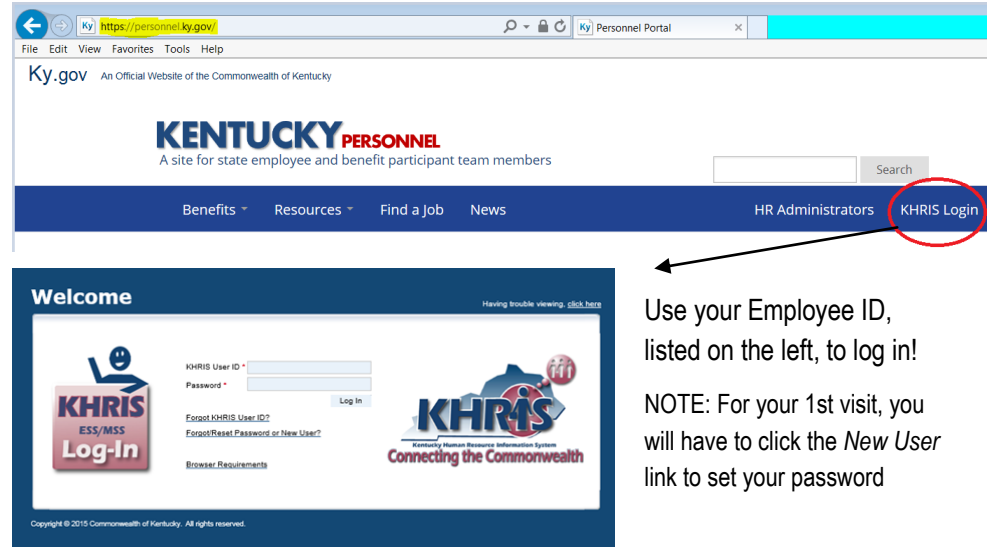
Note: Your first annual increment date will be one year after receipt of your initial probationary increase.



## Your resources:

### \* KHRIS Self-Service Center - Employee Self-Service (ESS)

Access ESS by visiting the Personnel Cabinet's website and clicking on 'KHRIS Login'. This is where you will enroll for insurance (if eligible), view salary statements and leave balances, and can view and update certain personal information!



Use your Employee ID, listed on the left, to log in!

NOTE: For your 1st visit, you will have to click the New User link to set your password

Tutorials for all ESS functions are available on the Personnel Cabinet's website under Resources/Training and Development/Employee-KHRIS ESS.

### \* Personnel Cabinet Website

This site is your one-stop resource for employment information!

See the back for more details! →

### \* Your HR Office

Your agency's human resource (HR) office is available for any of your HR related questions and needs.

Contact Information: \_\_\_\_\_  
\_\_\_\_\_